Educational Leadership Measurement Tools Workgroup

Educator Effectiveness Project
JSD ASB
MINUTES
March 20, 2012: Meeting #8

Present: Jay Blain, Stephen Dimond, Scott Bushnell, Kim Baker, Greg Proffit, Jane Ann Bitton, Vicci Gappmayer, Suzanne Cottrell, Brian Dawes, Lee Gagon, Barry Graff, Patrick Garcia, Mike Smith, Andrea Rorror, Morgan Murdock, Kerrie Naylor

Excused: Dixie Allen, Ann Anderson, Sol V. Garcia, Ken Rowley, Bob Gentry, Richard Holmes, Steve Laing, Betty Barnum, Tod Johnson, Jeannie Rowland

1. Welcome and Introductions

Kerrie (9:00)

- Roll, travel vouchers, etc.
- Review Minutes from Feb. 23, 2012 Meeting #7
- Review Agenda
- Goals for Today
 - A. Review the components of the leadership evaluation system
 - B. Make decisions about ratings, weighting, etc.

Minutes were moved and seconded by Steve Dimond and Patrick Garcia. Minutes were approved as written. The goals for the day were reviewed.

2. Review SB 64 Kerrie (9:10)

Kerrie gave a short review of SB 64 as she began to address the decisions that the administration had agreed to regarding the three components of the evaluation framework, the decisions that need to be made regarding weights and ratings, and the professional growth plan.

- 3. Review progress made on evaluation tools from Meeting #7
 - Steve Dimond and Morgan Murdock observation form, conference forms, professional growth plans, and improvement plan of assistance
 - Suzanne Cottrell -- evaluation cycle, roles and responsibilities, descriptions of steps, and tracking form
 - Andrea Rorror flow chart of phase in for professional practice, surveys, professional growth, and student growth
 - Kerrie Naylor system overview, calculating weights and scores, etc.

Suzanne had the group review and discuss the sections of the evaluation system that included instructions for PGP, Observations, and the leader support. Corrections and changes were suggested by the workgroup. These will be included in the revised DRAFT and distributed at the next meeting.

Steve and Morgan made adjustments in the Observation Form as the meeting was going on. They shared their changes with the workgroup. These will be sent out to the workgroup prior to the next meeting, April 19.

Andrea presented a flow chart on how the formative and summative aspects of the evaluation process might work. Suggestions were made. She also presented ideas about how the survey might be put together by the Utah Education Policy Center. The workgroup understands that the work on the survey will be done over the summer after the UEPC creates a DRAFT of items that need to be included in the survey. It was decided that a

recommendation to the State Board and Administration will be that certain survey items much be included in LEA evaluation systems and other items will be recommended and optional based on local needs. State comparability will be important.

BREAK (10:45)

LUNCH (12:00)

4. Discussion for decision making

Kerrie (11:30)

Kerrie led a discussion with the group on the weights and scoring of the evaluation components. <u>See attached notes for details of the options generated by two teams.</u>

These options will be shared with Dr. Syd Dickson and Linda Alder prior to our next meeting. In addition, the writing subgroup will meet with a statistician from the UEPC to help with scoring calculations and weighting recommendations prior to the next meeting on April 19.

5. Focus Group Discussion

Andrea and Suzanne (1:30)

Andrea presented some ideas for a focus group should we decide to have one after the Evaluation Summit. This item was presented prior to Andrea leaving for the day.

6. Closing Comments and Wrap-up

Kerrie (3:00)

Kerrie and Suzanne informed the group about the structure of the Evaluation Summit and asked that they be prepared to be table facilitators and recorders. More information about this will be given on April 19.

- 7. Next Meeting:
 - i. April 19: Room 156, USOE, 9-3:00 Wrap up and prepare for Evaluation Summit
 - ii. April 24: Evaluation Summit, U of U Marriott, SAVE the DATE

Lunch will be provided at noon. Thank you for your participation. Minutes will be sent electronically.